

# VALLEY MEMBERSHIP ACHIEVEMENT PROJECT (VMAP)



## • 2017 WORKBOOK •

REVISED: 01/31/2017

Valley of \_\_\_\_\_,

The Supreme Council, 33°  
Ancient & Accepted Scottish Rite of Freemasonry  
Southern Jurisdiction, U.S.A.

# VALLEY MEMBERSHIP ACHIEVEMENT PROJECT (VMAP)

## MISSION STATEMENT

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The Valley Membership Achievement Project (VMAP) is a grassroots-developed and driven project with the mission of helping each Valley ensure that every Scottish Rite Brother is provided with the best possible member experience and value for his membership.

## VMAP 2017 OVERVIEW

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**Dear Brethren,**

*Welcome to the Scottish Rite Valley Membership Project also known as **VMAP!***

VMAP was created entirely by the Scottish Rite Brethren who attended and participated in the 2014 Scottish Rite Regional Leadership Workshops. It was designed to provide every Scottish Rite candidate, member, and leader in the Southern Jurisdiction with a useful working tool for planning and promoting a well-rounded series of Valley activities to engage and involve every member in the life and work of their Valley. In other words, VMAP was and is designed to help every Valley provide its members with a superior Scottish Rite experience.

VMAP is now in its third year of execution. In 2015, our first year, 192 Valleys participated in VMAP which reflected over 90 percent of all Scottish Rite Valleys. One hundred of those participating Valleys submitted their Workbook at the conclusion of the year and 65 of those Valleys reached the VMAP Achievement Level by completing all mandatory and the minimum number of optional items in each of the 10 sections of the Workbook.

For the 2016 VMAP Workbook, an attempt was made to include suggestions and feedback from Valleys who participated in 2015. As a result one Workbook section was broken into two separate sections and the last Workbook section was normalized based on Valley size. In 2016, our second year, 201 Valleys participated in VMAP which reflected over 93% of all Scottish Rite Valleys. While statistics are always interesting, the most important development that has come out of VMAP is every Valley that said they embraced VMAP, has reported a marked increase in participation and enthusiasm in their Valley. That is exactly what VMAP was designed to achieve.

Further refinements were made in VMAP for 2017 based directly upon feedback and inputs provided by attendees at the 2016 Scottish Rite Regional Leadership Workshops. The biggest refinement is the new ruling that any Valley achieving positive membership growth with death statistics removed from the equation, will automatically be deemed to have reached the VMAP Achievement Level.

VMAP in 2017 essentially works the same way as in the past, with Valleys first deciding to participate, and then executing VMAP by completing specific activities in 11 separate subject areas that cover the full spectrum of the Scottish Rite experience. All Valleys enrolling to participate in VMAP for the first time will receive a Certificate of Participation. Valleys that complete and turn in their 2017 VMAP Workbook by the deadline below will receive a congratulatory letter from the Sovereign Grand Commander. Valleys that reach specific thresholds in each of the 11 separate Subject Areas will receive a VMAP Achievement plaque (for the first year of this achievement only) and/or a brass plate engraved with the year for subsequent achievements. These

Valleys will also receive VMAP Achievement lapel pins for each named participating member in the Valley. Additionally, any members of a participating Valley credited with bringing in a new member (as a named Top Line Signer) or responsible for reinstating a former member (as credited by the Secretary) will be sent a beautiful VMAP Coin: "Meritoriously Awarded for Membership Excellence."

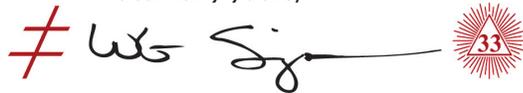
It is important to note once again that VMAP is NOT a contest or competition between Orients or Valleys, NOR is it a "report card." VMAP runs for 12 months at a time, aligned with the calendar year, and is simply an opportunity for each participating Valley to challenge itself to be a more vibrant and engaged version of itself.

**The VMAP Enrollment Form, indicating a Valley's pledge to participate in VMAP, must be completed and mailed or emailed to the House of the Temple by February 28, 2017. Likewise, VMAP Workbooks must be filled out, signed, and mailed or emailed to the House of the Temple by January 31, 2018.**

Participating in VMAP is a Valley decision and is strictly voluntary. We sincerely hope each and every Valley will choose to participate in VMAP. Even if a Valley cannot accomplish enough to meet the Valley Achievement threshold, participation in any aspect of VMAP is what counts and will ultimately improve that Valley, as well as, enrich and enhance the overall Scottish Rite experience for every Valley member. VMAP will make your Valley stronger, more successful, and provide an enhanced Scottish Rite experience and value for your members.

We greatly look forward to your participation and achievements in VMAP for 2017!

Fraternally yours,



W. G. Sizemore II, 33°  
Grand Executive Director

# VMAP ENROLLMENT FORM

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**Dear Brother Sizemore:**

Please enroll the Valley of \_\_\_\_\_, in the Orient of \_\_\_\_\_, in the Valley Membership Achievement Project (VMAP).

We have reviewed the requirements and are prepared to take positive steps to improve the Valley's overall membership experience!

_____ Signature of Valley VMAP Chairman or Point of Contact*	_____ Date / telephone number / email address
_____ Signature of Valley Venerable Master	_____ Date / telephone number / email address
_____ Signature of Valley Secretary	_____ Date
_____ Signature of Valley Personal Representative	_____ Date
_____ Signature of SGIG or Deputy	_____ Date

**\* The Valley VMAP Chairman or Point of Contact cannot be the Valley Secretary or Personal Representative, except in Valleys with fewer than 150 members; however, it is encouraged to be a separate member whenever possible.**

**Please email this page to [Grandexec@scottishrite.org](mailto:Grandexec@scottishrite.org) or print and mail it to:**

Grand Executive Director  
The Supreme Council, 33°  
1733 16th Street NW  
Washington, DC 20009-3103

# HOW TO COMPLETE VMAP

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The degree work, education, and member activities of the Ancient & Accepted Scottish Rite represent the heart, soul, and product of our great International body of Freemasonry. Therefore, every brother has a right to expect that the purpose of the Scottish Rite is carried out to the fullest extent possible by each Valley, and with the quality expected of an enlightened Masonic Fraternity.

The intent of VMAP is to help each Valley carry out its service to the Scottish Rite by providing the very best experience for its members. VMAP requirements, detailed throughout this workbook, are broken into the following 11 specific Subject Areas which cover the full scope of the Scottish Rite experience:

- 1. Membership Retention / Engagement**
- 2. Scottish Rite Education for Members**
- 3. Membership Recruitment**
- 4. New Member Engagement**
- 5. Reunion Experience**
- 6. Scottish Rite Education for Candidates**
- 7. Philanthropy**
- 8. Public Image**
- 9. Degree Conferral Proficiency**
- 10. Valley Leadership & Management**
- 11. Valley Organizations**

Each specific subject area details the number and scope of items required to earn the VMAP Achievement Award. There are mandatory tasks in each specific subject area followed by a series of optional tasks from which each Valley is asked to choose and complete a specific minimum number of these tasks. These mandatory and optional tasks are designed to challenge a Valley, its members, and leaders to excel across a broad spectrum of Scottish Rite related subjects but are not to be interpreted literally. It is not expected that a Valley will earn the VMAP Achievement Award in the first year of its participation. It might take a Valley several years or longer to earn this achievement.

Scottish Rite Clubs provide an exceptional value of Scottish Rite experience at a local level for members located all over the Southern Jurisdiction. All activities undertaken by Scottish Rite Clubs provide VMAP activity credit for the parent Valley.

To complete the VMAP Workbook, simply place a check mark in the box corresponding to each task your Valley has completed and then fill in the blank space provided describing how and what the Valley did to complete this task, and what lessons the Valley learned in completing the task. Near the end of the year, the completed VMAP Workbook should be signed and mailed or emailed to the Grand Executive Director.

To complete the electronic VMAP workbook, simply check the box corresponding to each task your Valley has completed, fill in the blank spaces describing how and what the Valley did to complete this task, and what lessons the Valley learned in completing the task. Near the end of the year name your completed VMAP workbook file "2017\_VALLEYNAME\_VMAP" and email it to the Grand Executive Director. The workbook may be printed out and mailed, but electronic submissions are preferred.

Any Valley who enrolls, achieves positive growth (with death statistics removed from the equation), and submits the workbook, will automatically be deemed to have reached the VMAP Achievement Level and will be awarded the VMAP Achievement Plaque.

# 1. MEMBER RETENTION / ENGAGEMENT

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- I.  Establish a structured Membership Retention Team (MRT) within the Valley.
- II.  The Valley maintains 95% or more of members' primary phone numbers in Sentinel OR increases the percentage of primary numbers in Sentinel by 10% from the previous year.
- III.  The Valley maintains 95% or more of members' email addresses in Sentinel OR increases percentage of email addresses in Sentinel by 10% from the previous year.
- IV.  The Valley maintains an up-to-date website or Facebook page (current with calendar, contact information, etc.), and

## Accomplish ANY six (6) of the following:

- A.  Contact individual members by letter, social media, email, phone, or in person every six (6) months (birthday, anniversary, etc.).
- B.  A list of delinquent members is distributed to the MRT no later than July 1st each year.
- C.  The Valley provides a reporting form or process for each member of the MRT to ensure monthly communication with the office regarding the status of dues-owing members.
- D.  A list of delinquent members is again distributed to the MRT no later than October 1st.
- E.  Personal calls are made by the MRT during October and November with a reporting mechanism to the Valley to report results and status of delinquent members.
- F.  Valley Secretary or representatives follows up with personal calls to all delinquent members during the month of December.
- G.  Conduct an exit survey for departing (e.g. suspended) members. Include information on how to be reinstated in the future with the exit interview.
- H.  The Valley sends some form of newsletter at least twice per year.
- I.  The Valley has a five (5) percent decrease in Suspension for NPD from the previous year.
- J.  Valley has a defined program to contact Scottish Rite members moving into the Valley's area.
- K.  Valley promotes activities via social media platforms.
- L.  Valley utilizes automated calling systems to inform members of meetings and other upcoming Valley events.
- M.  Valley sends out a postcard (electronic or paper) during a member's birthday month, inviting him to the next meeting/event. Target communication method based on member's primary preferred contact.
- N.  Valley supports an amnesty program for reinstatement of suspended members operated in accordance with Supreme Council *Statutes*.
- O.  Valley establishes a structured member participation incentive program (i.e., 3-5-7 club, Knights of Double Eagle, etc.)

P.  A list of “lost” members is distributed to the Valley membership for assistance in locating those members.

Q.  Other (please describe): \_\_\_\_\_  
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R.  Other (please describe): \_\_\_\_\_  
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## **VMAP Task Completion Summary**

### **1. Member Retention / Engagement**

**I. Establish a structured Membership Retention Team (MRT) within the Valley.**

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**II. The Valley maintains 95% or more of members’ primary phone numbers in Sentinel OR increases the percentage of primary numbers in Sentinel by 10% from the previous year.**

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**III. The Valley maintains 95% or more of members' email addresses in Sentinel OR increases percentage of email addresses in Sentinel by 10% from the previous year.**

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**IV. The Valley maintains an up-to-date website or Facebook page (current with calendar, contact information, etc.).**

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**AREA 1: ADDITIONAL TASKS (6)**

**1—Task Letter** \_\_\_\_

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**2—Task Letter** \_\_\_\_

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**3—Task Letter** \_\_\_\_\_

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**4—Task Letter** \_\_\_\_\_

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**5—Task Letter** \_\_\_\_\_

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**6—Task Letter** \_\_\_\_\_

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## 2. SCOTTISH RITE EDUCATION—MEMBERS

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Masonic or other appropriate education programs are presented at or in conjunction with every stated communication of the Valley, and

**Accomplish ANY six (6) of the following:**

- A.  Valley members are individually and currently enrolled in the Master Craftsman: The Symbolic Lodge program.
- B.  Valley members are individually and currently enrolled in the Master Craftsman: Scottish Rite History and Ritual program.
- C.  Valley members are individually and currently enrolled in the Master Craftsman: Scottish Rite Philosophy program.
- D.  The Valley offers and conducts a Master Craftsman group study program for its members.
- E.  Valley members are individually enrolled in the College of the Consistory.
- F.  The Valley maintains its own functioning College of the Consistory.
- G.  The Valley has an Education Committee that plans, directs, and carries out education programs.
- H.  The Valley maintains a Library and has a Library Committee that expands its holdings each year.
- I.  Masonic education is presented via papers, essays, speeches, or guided discussions at the Valley's stated communications.
- J.  Scottish Rite education programs for members on the themes and lessons of the Scottish Rite Degrees are conducted in break-out sessions during Valley Reunions.
- K.  Valley supports member education to distant members via technology (Skype, Facebook Live, Google Hangouts, etc) with the permission of the SGIG/Deputy.
- L.  Other (please describe): \_\_\_\_\_  
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- M.  Other (please describe): \_\_\_\_\_  
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**3—Task Letter** \_\_\_\_\_

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**4—Task Letter** \_\_\_\_\_

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**5—Task Letter** \_\_\_\_\_

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**6—Task Letter** \_\_\_\_\_

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### 3. MEMBERSHIP RECRUITMENT

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- I.  Personal calls or contacts inviting prospects to join are made by the Valley Membership Team prior to every Reunion.
- II.  Valley has a structured contact and reinstatement program for previous members suspended for NPD, and

**Accomplish ANY seven (7) of the following:**

- A.  The Valley has developed a Membership Recruitment Organization including, at a minimum, a named Valley Chairman and a named Lodge Representative in each Lodge that meets regularly within the Valley's geographic area.
- B.  The Valley maintains a list of Master Masons raised in the last five (5) years in its prospective member database, and makes the same available to its Valley Membership Team prior to each Reunion.
- C.  The Valley has a process in place to maintain a list of non-Scottish Rite Masons in its database for a period of not less than four years.
- D.  Invitations to join are mailed to prospects from the Personal Representative, Valley Secretary, or Valley Membership Chairman prior to every Reunion.
- E.  At least one Scottish Rite Friends Night is conducted by the Valley prior to each Reunion.
- F.  The Valley has a job description for Top Line Signers.
- G.  The Valley offers tangible incentives to Top Line Signers of multiple petitions. Please submit a copy of the Valley's Incentive Project along with this completed workbook.
- H.  A Mentor is assigned to each Candidate when the petition is accepted. The Mentor will keep in touch with Candidate prior to, during and after the reunion, and will spend personal time with the Candidate during the Reunion Experience.
- I.  Top Line Signers always offer to personally pick up, deliver, and return Candidates to their homes and can also serve as Candidate Mentors during the Reunion the Candidates attend.
- J.  The Valley Secretary mails follow-up letters of regret to prospects who do not accept an invitation to join.
- K.  The Valley invites previously suspended members for NPD to a special event(s) each year.
- L.  The Valley has a 5% increase in new member initiations from the previous year.
- M.  The Valley has a 5% increase in Reinstatements from the previous year.
- N.  Valley develops a formal program/packet to be used by Lodge Ambassadors/Representatives for Membership Recruitment.
- O.  Valley petition for membership includes the following fields: primary phone, email address, social media contacts.

**P.**  Other (please describe): \_\_\_\_\_  
\_\_\_\_\_

**Q.**  Other (please describe): \_\_\_\_\_  
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# VMAP Task Completion Summary

## 3. Membership Recruitment

I. Personal calls or contacts inviting prospects to join are made by the Valley Membership Team prior to every Reunion.

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II. Valley has a structured contact and reinstatement program for previous members suspended for NPD.

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### AREA 3: ADDITIONAL TASKS (7)

1—Task Letter \_\_\_\_\_

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2—Task Letter \_\_\_\_\_

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**3—Task Letter** \_\_\_\_\_

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**4—Task Letter** \_\_\_\_\_

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**5—Task Letter** \_\_\_\_\_

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**6—Task Letter** \_\_\_\_\_

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**7—Task Letter** \_\_\_\_\_

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## 4. NEW MEMBER ENGAGEMENT

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- I.  The Valley establishes a policy to maintain regular, targeted communication with new members (beyond dues notices) for a period of three years.
- II.  All new members have email addresses, mailing addresses, primary phone number, and home Lodge information entered in Sentinel, and

### Accomplish ANY seven (7) of the following:

- A.  The Valley conducts post-Reunion surveys of new Valley members and has an official review and response program.
- B.  Special invitations are mailed or emailed to new members informing them of stated communications, upcoming Temple events, etc.\*
- C.  Form a Degree Team for a Degree not presently being conferred.
- D.  A Degree has been conferred within the last twelve (12) months by a team composed of New Members (<3 years from joining).
- E.  Members of the immediate previous Candidate Class are specifically invited to attend the next Reunion and are given the opportunity to interview and learn about all Valley organizations.\*
- F.  The Valley assigns a task, committee position, or volunteer role to every new Master of the Royal Secret.
- G.  The Valley conducts special Class Reunions for past Reunion Classes, providing recognition, activities, and participation opportunities alongside the current Reunion Class.
- H.  Present positive post-Reunion impressions via reporting of new classes in Sentinel within one week of each Reunion to expedite delivery of new member package and Scottish Rite Journal.
- I.  The Valley creates an orientation packet that includes, but is not limited to, a directory of Valley Officers, calendar of events, regalia suppliers, web/social media information, checklist of volunteer opportunities, and Reunion Class directory.
- J.  The Valley holds a Patent presentation for New Members.
- K.  Valley creates a special "Fresh Perspective Committee" made up of new and inactive members with the stated goal of resolving existing Valley issues.
- L.  Each Reunion class selects, plans and conducts a project or event as a group.
- M.  Valley provides each Reunion class with a "yearbook" of their class with pictures and information about each member.
- N.  Valley posts pictures and short bios of all new members in the Valley following the reunion.
- O.  Valley posts the Scottish Rite Creed in a conspicuous location in the Valley facilities.

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\*VMAP Best Practice

**P.**  Other (please describe): \_\_\_\_\_  
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**Q.**  Other (please describe): \_\_\_\_\_  
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# VMAP Task Completion Summary

## 4. New Member Engagement

**I. The Valley establishes a policy to maintain regular, targeted communication with new members (beyond dues notices) for a period of three years.**

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**II. All new members have email addresses, mailing addresses, primary phone number, and home Lodge information entered in Sentinel.**

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### AREA 4: ADDITIONAL TASKS (7)

**1—Task Letter** \_\_\_\_

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**2—Task Letter** \_\_\_\_

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**3—Task Letter** \_\_\_\_\_

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**4—Task Letter** \_\_\_\_\_

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**5—Task Letter** \_\_\_\_\_

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**6—Task Letter** \_\_\_\_\_

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**7—Task Letter** \_\_\_\_\_

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## 5. REUNION EXPERIENCE

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- I.  A recognition or achievement ceremony is held honoring new Valley members with at least one of the following: a Valley certificate, a cap, 14° ring, or permanent member name badge, with their name, year of joining, valley name, etc.
- II.  Each Reunion consists of the following key elements: Formal Openings/Closings, Degree Conferrals, Degree Education, Social Time as a Group Activity, and

**Accomplish ANY five (5) of the following:**

- A.  At least one Valley Reunion each year must consist of more than one day.
- B.  A social event is provided before or during each Reunion to encourage Brethren to come together in fellowship.
- C.  Music is an integral part of a good impression, and is included in Degree presentations.
- D.  Each Candidate writes a personal response to the legacy question as traditionally required by the 5°, and returns the same to the Class Directors or Education Committee before the close of the Reunion, and the response is kept in their member file.
- E.  Each Candidate writes their own moral testament concerning religion, politics, and Masonry as required in the 30°, and returns the same to the Class Directors or Education Committee before the close of the Reunion, and the testament is kept in their member file.
- F.  The Valley Membership Committee, Class Directors, and Education Committee are actively engaged with Candidates throughout the Reunion experience.
- G.  The Valley officially registers ALL Reunion attendees.
- H.  The Valley conducts a 14° ring presentation ceremony. Whenever possible, involve family and friends in the presentation ceremony.\*
- I.  Valley holds reunions in areas away from the Valley's primary facilities.
- J.  Valley shows a membership video during reunion. These are available on the Supreme Council website.
- K.  Valley invites all members of a class to a special patent signing ceremony to provide all members of the class an opportunity to sign each other's patents.
- L.  Other (please describe): \_\_\_\_\_  
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- M.  Other (please describe): \_\_\_\_\_  
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\*VMAP Best Practice

# VMAP Task Completion Summary

## 5. Reunion Experience

**I. A recognition or achievement ceremony is held honoring new Valley members with at least one of the following: a Valley certificate, a cap, 14° ring, or permanent member name badge, with their name, year of joining, valley name, etc.**

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**II. Each Reunion consists of the following key elements: Formal Openings/Closings, Degree Conferrals, Degree Education, Social Time as a Group Activity.**

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### AREA 5: ADDITIONAL TASKS (5)

**1—Task Letter** \_\_\_\_\_

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**2—Task Letter** \_\_\_\_\_

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**3—Task Letter** \_\_\_\_\_

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**4—Task Letter** \_\_\_\_\_

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**5—Task Letter** \_\_\_\_\_

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## 6. SCOTTISH RITE EDUCATION—CANDIDATES

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Candidates are provided break-out sessions during Degree weekends in which themes and meanings of individual Degrees are more fully explained and discussed, and

**Accomplish ANY four (4) of the following:**

- A.  Candidates are presented a written history of the Valley.
- B.  Candidates are provided an introduction to the Scottish Rite outlining its history, themes, Degrees, and its relationship to Blue Lodge Masonry prior to the Reunion in which they join.
- C.  Candidates are presented *A Bridge to Light* by the Valley at the Reunion in which they join.
- D.  Candidates are presented *Morals and Dogma* by the Valley at the Reunion in which they join.
- E.  Candidates are provided an interest and expectations survey.
- F.  The Valley establishes and maintains a “passport” program, encouraging members to see all twenty-nine (29) Degrees.\*
- G.  Candidates are provided with a packet explaining available Scottish Rite resources and benefits. This can include, but is not limited to the Supreme Council website and social media, *The Tyler’s Place* podcast information, Master Craftsman education program, etc.
- H.  Other (please describe): \_\_\_\_\_  
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- I.  Other (please describe): \_\_\_\_\_  
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\*VMAP Best Practice

# VMAP Task Completion Summary

## 6. Scottish Rite Education—Candidates

Candidates are provided break-out sessions during Degree weekends in which themes and meanings of individual Degrees are more fully explained and discussed.

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### AREA 6: ADDITIONAL TASKS (4)

1—Task Letter \_\_\_\_

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2—Task Letter \_\_\_\_

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3—Task Letter \_\_\_\_

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4—Task Letter \_\_\_\_

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# 7. PHILANTHROPY

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**The Valley Conducts fundraising programs for Orient or Valley specific charities (i.e. scholarships, RiteCare Scottish Rite Childhood Language Program, etc.), and**

**Accomplish ANY three (3) of the following:**

- A.  The Valley participates in the *Celebrating the Craft* webcast.
- B.  The Valley maintains a donor recognition program for Orient and Valley-specific charities.
- C.  A report on Valley philanthropies is given at a minimum of one stated meeting per year.
- D.  A presentation on Valley philanthropies is given to new members at during each reunion.
- E.  Valley invites a RiteCare SRCLP recipient, parent or clinic staff member to speak at the reunion or other Valley event.
- F.  Valley utilizes “Amazon Smile” or other similar corporate donor programs to raise funds for affiliated 501(c)3 charities.
- G.  Valley appoints a fund-raising committee or officer who works with the Orient or Regional Supreme Council Development Officer to support Scottish Rite Philanthropies.
- H.  Other (*please describe*): \_\_\_\_\_  
\_\_\_\_\_
- I.  Other (*please describe*): \_\_\_\_\_  
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# VMAP Task Completion Summary

## 7. Philanthropy

The Valley Conducts fundraising programs for Orient or Valley specific charities (i.e. scholarships, RiteCare Scottish Rite Childhood Language Program, etc.).

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### AREA 7: ADDITIONAL TASKS (3)

1—Task Letter \_\_\_\_\_

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2—Task Letter \_\_\_\_\_

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3—Task Letter \_\_\_\_\_

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## 8. PUBLIC IMAGE

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- I.  The Valley submits at least one news item for inclusion in Supreme Council publications annually.
- II.  The Valley participates in at least one public service project per year, and

**Accomplish ANY four (4) of the following:**

- A.  The Valley participates in a JROTC/ROTC award program.\*
- B.  The Valley holds a community recognition program for teachers, first responders, veterans, etc. (who are not necessarily members).
- C.  The Valley offers to provide a Degree Team to assist Blue Lodge ritual ceremonies upon invitation.
- D.  The Valley submits information on events or philanthropies to local news organizations at least once a year.
- E.  The Valley creates a video on Scottish Rite history, philanthropies, or other interest item at least once a year for use in recruitment of new members, fundraisers, and/or member engagement.
- F.  Valley has a Youth Outreach Committee to support local Masonic and Non-Masonic Organizations.
- G.  Valley has a recognition event for new Eagle Scouts.
- H.  Valley has a specific role and job description for a Public Relations Officer, which may include managing contacts with local media to promote Valley activities.
- I.  Valley has a defined social media/marketing committee.
- J.  Valley maintains a "Speakers Bureau" program that offers educational talks, on Masonic or non-Masonic topics, to local lodges upon invitation.
- K.  Valley holds public events, of a Masonic or non-Masonic character, or open houses, tours, etc. to introduce the public to Scottish Rite.
- L.  Valley joins, as an organization, the local Chamber of Commerce, or other similar associations.
- M.  Valley performs public Masonic ceremonies or plays upon invitation for Masonic or non-Masonic groups.
- N.  The Valley participates in local community events (county fairs, parades, etc) as Scottish Rite Masons. (Note: *Appearing in regalia/uniform must be approved by SGIG/Deputy.*)
- O.  Other (please describe): \_\_\_\_\_  
\_\_\_\_\_
- P.  Other (please describe): \_\_\_\_\_  
\_\_\_\_\_

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\*VMAP Best Practice

# VMAP Task Completion Summary

## 8. Public Image

**I. The Valley submits at least one news item for inclusion in Supreme Council publications annually.**

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**II. The Valley participates in at least one public service project per year.**

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### AREA 8: ADDITIONAL TASKS (4)

**1—Task Letter** \_\_\_\_

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**2—Task Letter** \_\_\_\_

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**3—Task Letter** \_\_\_\_\_

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**4—Task Letter** \_\_\_\_\_

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# 9. DEGREE CONFERRAL PROFICIENCY

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The Valley performs at least five (5) of the Degrees from the 4th through the 32nd in a stage or Lodge setting each year with accuracy and effectiveness, and

**Accomplish a number of the following based on Valley size. Valleys with <350 members complete ANY three (3), Valleys with 350–1,000 members complete ANY five (5), Valleys with more than 1,000 members complete ANY seven (7):**

- A.  Add one new Degree per year to the Reunion
- B.  The Valley performs a minimum of twelve (12) Degrees of the Rite each year with accuracy and effectiveness.
- C.  The Valley performs a minimum of eighteen (18) Degrees of the Rite each year with accuracy and effectiveness.
- D.  The Valley performs all twenty-nine (29) Degrees of the Rite each year with accuracy and effectiveness.
- E.  The Degree production program has a Valley Supernumerary Department providing volunteers for a range of non-speaking parts (guards, knights, crowds, etc.) in Degrees.
- F.  Degrees not conferred are communicated either by memory or are delivered extemporaneously by Brethren well studied in the lessons of the Degrees.
- G.  The Degree production program includes a Valley Wardrobe Department whose purpose is to keep the paraphernalia properly stored, in good repair, and replaced as needed.
- H.  Acting classes are offered to Degree participants.
- I.  The Degree production program includes a vocal and instrumental music department that provides a range of appropriate music for Degree conferral and offers a volunteer pool for talented Members.
- J.  A Valley Technology Department/Committee exists or is created that provides for quality sound, lighting, and equipment upgrades as needed for the enhancement of the Degrees.
- K.  All character parts exemplified in Degrees conferred by the Valley are memorized and/or augmented by audio recordings (e.g. prologues, ancient law givers, charges, etc. may be amplified off stage).
- L.  An individual Blue Lodge or Valley Organization has formed a Degree Team for a non-performed degree and performed it in the last 12 months.
- M.  The Valley has a special recognition program for outstanding degree support and/or performance.
- N.  Degree team from the Valley travels to another Valley to present a degree.
- O.  Other (please describe): \_\_\_\_\_  
\_\_\_\_\_
- P.  Other (please describe): \_\_\_\_\_  
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**4—Task Letter** \_\_\_\_\_

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**5—Task Letter** \_\_\_\_\_

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**6—Task Letter** \_\_\_\_\_

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**7—Task Letter** \_\_\_\_\_

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# 10. VALLEY LEADERSHIP & MANAGEMENT

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**The Presiding Officers of all Valley Bodies officially open their respective Bodies at each Reunion, and**

**Accomplish ANY five (5) of the following:**

- A.  The Valley maintains a list of duties, job descriptions and expectations for each elected officer.
- B.  The Valley maintains a list of duties, job descriptions and expectations for each appointed officer.
- C.  The Valley Officers plan and conduct the statutorily required annual Feast of Tishri.
- D.  The Valley Officers plan and conduct the statutorily required annual Feast of Remembrance & Renewal.
- E.  The Valley Officers plan and conduct the statutorily required annual Feast of Kadosh.
- F.  The Valley Officers plan and conduct the statutorily required Feast of Consistory.
- G.  The Valley Officers perform the statutorily required ritual openings as stated in the Statutes for all Valley Bodies.
- H.  Valley develops and maintains a 5-year strategic plan (submission of plans with VMAP submission would be greatly appreciated).
- I.  Valley maintains a list of duties, job descriptions, and expectations, for committees.
- J.  Valley conducts a yearly VMAP review and develops plan for future improvement.
- K.  Other (*please describe*): \_\_\_\_\_  
\_\_\_\_\_
- L.  Other (*please describe*): \_\_\_\_\_  
\_\_\_\_\_

# VMAP Task Completion Summary

## 10. Valley Leadership & Management

The Presiding Officers of all Valley Bodies officially open their respective Bodies at each Reunion.

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### AREA 10: ADDITIONAL TASKS (5)

1—Task Letter \_\_\_\_

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2—Task Letter \_\_\_\_

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3—Task Letter \_\_\_\_

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4—Task Letter \_\_\_\_

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5—Task Letter \_\_\_\_

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# 11. VALLEY ORGANIZATIONS

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**The Valley has a minimum number of the following organizations in place and working based upon the following Valley membership sizes: <50 members = 3; 50–100 members = 5; 101–250 members = 10; 251–550 members = 15; >551 members = 20:**

- |   |   |
|---|---|
| <input type="checkbox"/> Banquets & Dining                          | <input type="checkbox"/> Membership                                       |
| <input type="checkbox"/> Blue Lodge Degree Team                     | <input type="checkbox"/> Military Veterans Liaison                        |
| <input type="checkbox"/> Buildings & Grounds                        | <input type="checkbox"/> Motorcycle Club                                  |
| <input type="checkbox"/> Business & Professional Men's Group        | <input type="checkbox"/> Museum & Archives                                |
| <input type="checkbox"/> Call a Brother (Brother to Brother)        | <input type="checkbox"/> Peer-to-Peer Contact/Mentoring                   |
| <input type="checkbox"/> Childcare During Reunions                  | <input type="checkbox"/> Personnel & Records                              |
| <input type="checkbox"/> Cigar Club & Events                        | <input type="checkbox"/> Photography                                      |
| <input type="checkbox"/> Class Reunions for Prior Classes           | <input type="checkbox"/> Public Relations/Public Image/Valley Brand Mgmt. |
| <input type="checkbox"/> Class Roll Directors                       | <input type="checkbox"/> Rainbow for Girls Advisory Board Members         |
| <input type="checkbox"/> College Fraternity Liaison                 | <input type="checkbox"/> Reunion Transportation                           |
| <input type="checkbox"/> College Music Clubs                        | <input type="checkbox"/> Rose Croix Memorial & Remembrance                |
| <input type="checkbox"/> College of the Consistory Campus           | <input type="checkbox"/> Scottish Rite Clubs                              |
| <input type="checkbox"/> Credential & Registration                  | <input type="checkbox"/> Service Knights                                  |
| <input type="checkbox"/> Degree Communications                      | <input type="checkbox"/> Skeet/Trap Shooting Club                         |
| <input type="checkbox"/> DeMolay Scottish Rite Chapter Dads         | <input type="checkbox"/> Sojourners Contact Group                         |
| <input type="checkbox"/> Education and Rite Nite Committee          | <input type="checkbox"/> Special Productions                              |
| <input type="checkbox"/> Masonic & Scottish Rite Education          | <input type="checkbox"/> Stage & Properties                               |
| <input type="checkbox"/> Entertainment                              | <input type="checkbox"/> Supernumerary                                    |
| <input type="checkbox"/> Esotericists/Esoteric Forum                | <input type="checkbox"/> Temple Greeters                                  |
| <input type="checkbox"/> Estate Planning                            | <input type="checkbox"/> Top Line Signers Club                            |
| <input type="checkbox"/> Friends & Family Entertainment             | <input type="checkbox"/> Tour Guides                                      |
| <input type="checkbox"/> Golf Clubs/Sponsored Tournaments           | <input type="checkbox"/> Wardrobe   |
| <input type="checkbox"/> Hobby Nights                               | <input type="checkbox"/> Web/Podcasting                                   |
| <input type="checkbox"/> Hunting Clubs                              | <input type="checkbox"/> Widow's Outreach                                 |
| <input type="checkbox"/> Innkeepers                                 | <input type="checkbox"/> Knights of the Double Eagle                      |
| <input type="checkbox"/> Internet Club                              | <input type="checkbox"/> Tough Mudder Team(s)                             |
| <input type="checkbox"/> Job's Daughters Associate Bethel Guardians | <input type="checkbox"/> Grand Commander's Fellows                        |
| <input type="checkbox"/> Knights of St. Andrew                      | Other:  |
| <input type="checkbox"/> Spouse's Association                       | <input type="checkbox"/> _____  |
| <input type="checkbox"/> Library Committee/Volunteers               | <input type="checkbox"/> _____  |
| <input type="checkbox"/> Lodge Representatives                      | <input type="checkbox"/> _____  |
| <input type="checkbox"/> Makeup                                     | <input type="checkbox"/> _____  |
| <input type="checkbox"/> Masonic Music/Musicians Club               | <input type="checkbox"/> _____  |
| <input type="checkbox"/> Masonic Youth Group Sponsor/Liaison        | <input type="checkbox"/> _____  |
| <input type="checkbox"/> Media Production                           | <input type="checkbox"/> _____  |





# VMAP WORKBOOK SUBMISSION

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## Dear Brother Sizemore:

Having accomplished the tasks indicated by checkmarks and explanations throughout this workbook, the Valley of \_\_\_\_\_, in the Orient of \_\_\_\_\_, respectfully submits the attached workbook and information.

\_\_\_\_\_  
Signature of Valley VMAP Chairman  
or Point of Contact\*

\_\_\_\_\_  
Date / telephone number / email address

\_\_\_\_\_  
Signature of Valley Venerable Master

\_\_\_\_\_  
Date / telephone number / email address

\_\_\_\_\_  
Signature of Valley Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Valley Personal Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of SGIG or Deputy

\_\_\_\_\_  
Date

**\* The Valley VMAP Chairman or Point of Contact cannot be the Valley Secretary or Personal Representative.**

Submission of VMAP workbooks, regardless of the number of tasks completed, is a crucial step in the continued development and success of VMAP. Lessons learned by Valleys on the activities undertaken, best practices that can be shared with other Valleys, and general feedback on which activities are done the most vs done the least are all valuable pieces of information. By submitting your workbook you are helping to improve VMAP for every Scottish Rite Mason.

**For electronic submission:** This workbook has been developed as a fillable PDF form to allow electronic submission. After filling out the workbook by checking the appropriate boxes and filling out the corresponding explanatory sections, please save your workbook with the file name 2016\_VALLEYNAME\_VMAP. Please email the file to the Grand Executive Director at [Grandexec@scottishrite.org](mailto:Grandexec@scottishrite.org). The submission signature page can either be signed using electronic signatures, or by printing out just the signature page and either scanning or mailing it to the Grand Executive Director. Non-electronic submissions will still be accepted, but use of the fillable PDF is preferred.

# VMAP RECOGNITION & AWARDS

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## VMAP Valley Participation Recognition:

- Valley VMAP Certificate of Participation (*first-time participants*)
- VMAP Challenge Coin for all top-line signers of a new petition, or being responsible for reinstatement of a member

## Valley Submission of Completed VMAP Workbook:

- Congratulatory Letter from the Sovereign Grand Commander
- VMAP Lapel Pin for each named participating Valley member

## VMAP Valley Achievement Award:

- Valley VMAP Letter of Achievement
- VMAP Plaque of Scottish Rite Excellence (*one-time award*)
- VMAP Date Plate for each subsequent year of VMAP Achievement Award recognition

# FURTHER VMAP INSTRUCTIONS

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Thank you for participating in the **Valley Membership Achievement Project!**

**Please mail or email this completed, signed, workbook to:**

Grand Executive Director  
The Supreme Council, 33°      or      [Grandexec@scottishrite.org](mailto:Grandexec@scottishrite.org)  
1733 16th Street, NW  
Washington, DC 20009–3103



The Supreme Council, 33°  
Ancient & Accepted Scottish Rite of Freemasonry  
Southern Jurisdiction, USA